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COMMITTEE FOR LANGUAGE DEVELOPMENT MEETING

8 February 1962

AGENDA

1. Governmental Language Programs
2. British and Soviet Language Programs
3. Recommendations on the Agency Language Development Program

Chairman

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Chairman

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**LANGUAGE AWARDS PROGRAM**

**REFERENCE:** OTR Memorandum for the Committee on Language Development, dated 5 February 1962

**SUBJECT :** Cash Awards, Language Development Program

1. Pursuant to the guidance from DCI and DES expressed in the reference, there are certain basic decisions which are pertinent to the resolution of the problem at hand; namely:

a. No one will be eligible for proficiency awards in any language solely by virtue of having attained such proficiency.

<sup>CS</sup>  
It must be certified by responsible authority that such persons will be using the languages in performance of Agency duties in order to receive an award.

b. No achievement awards will be made for:

(1) Directed training (*duty hours*)

(2) Elementary levels of proficiency in any language

(3) World languages (French, German, Spanish, Russian)

(unless they become designated as being in critically short supply)

2. For award purposes it may be practical to consider foreign languages in two main categories as follows:

a. CATEGORY I - THE WORLD LANGUAGES

(1) For the purposes of this Agency and for the foreseeable

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future, the following languages are designated as world languages:

- (a) French
- (b) Spanish
- (c) German (DDP?)
- (d) Russian (? DDP<sup>1</sup>)

(2) Normally proficiency achieved in any one of the world languages will not be awardable, unless, for any given period of time, one or more of these languages becomes in critically short supply in terms of Agency needs. In such cases proficiency awards will be made only for high proficiency in both specialized and comprehensive types of proficiency, as indicated on the schedule of awards attached.

(3) Every effort will be made to encourage Agency personnel who have prospects for overseas duty or who support research analysts, in acquiring proficiency in one or more of the world languages. To this end OTR will continue to offer off-duty courses of instruction and maintain language laboratory facilities, available for off-duty use of all Agency personnel.

**b. CATEGORY II - SHORT SUPPLY LANGUAGES**

(1) In this category are all those languages which are found to be needed by the Agency for which an insufficient number of persons <sup>is</sup> are available to fill positions in which the use of such

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languages is required.

(2) The short supply languages listed on the schedule of awards attached is subject to initial review and subsequent maintenance on a current basis in accordance with changing needs of the Agency. This list should be reviewed by career services prior to official publication of the attached schedule.

*per Van*  
*Useful*  
c. ~~CRITICAL LANGUAGES~~

X For certain periods of time (including the present) languages in CATEGORY II, and even in CATEGORY I, may be in such critically short supply that it may be necessary or desirable to increase the amount of awards in excess of amounts listed on the attached schedule in order to provide sufficient incentive through off-duty hour study to reduce Agency shortages. In such cases, heads of career services should make recommendations to this effect to the Language Development Committee. The Language Development Committee would then fix the value of awards for critical languages for stated periods of time; and for stated numbers of persons; it would then publicize this information for the guidance of all concerned.

d. ELIMINATION OF MAINTENANCE AWARDS

(1) The maintenance award as originally conceived was a device to raise the general level of language competence of the Agency. Tying the objective of "increased language proficiency" to the principle of "use to the Agency" makes the maintenance award an

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obsolete device.

(2) If it is desirable to effect a substitute for maintenance awards, it is possible that a "Use Award" could be initiated. The "Use Award" would take the form of a percentage increase in pay throughout the period of time during which a person actively used his language skill in an overseas assignment or other designated situation in which the use of the language has been determined to be of significant importance to the performance of his duties.

✓  
a la  
differential  
pay

(3) Establishment of a "Use Awards" device presents a wide range of possibilities and problems which require detailed study before specific proposals can be made.

DDT

### 3. Persons Eligible for Awards

a. Those persons who acquire prescribed levels of proficiency in languages designated as awardable are eligible to receive language awards provided the following conditions have been met:

(1) The career service concerned has determined that the person in each case is occupying or will occupy a position which requires a designated level of proficiency in an awardable language, or that there is some other demonstrable reason to believe that the person will be able to use such a language in the interests of the Agency.

(?)

(2) That the person has acquired the proficiency in the

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language subsequent to EOD and during off-duty hours. *ref - b-7c*

b. Certification by supervisors concerned with respect to (1) and (2), above, will be submitted as evidence to heads of career services prior to granting of awards in each case.

#### 4. Exclusions

a. Awards will not be granted for proficiency acquired through directed training which is accomplished during normal duty hours.

b. No awards will be granted for maintenance of proficiencies.

*Meaning TNA  
INSTS  
INTS* All persons whose primary responsibilities *(involve?)* the use of a *Analyst*  
*"USE"* foreign language in day-to-day work are excluded from achievement awards in such languages.

5. The foregoing policies and procedures will remain in effect until such time as the Deputy Directors and operating officials have established the language proficiency qualifications for the positions under their jurisdictions, at which time the question of continuation of awards may be further delimited or eliminated.

#### 6. Rationale

a. It is recognized that in tying incentive awards for language proficiency to the principle of use to the Agency benefitting from foreign language proficiency, we raise the whole question of job qualification standards. In the past many people acquired proficiency in foreign languages who were not and are not now in positions in which there was

a requirement for the use of that language. Further, as a result of the past five years' experience with the program, there has emerged a roster of Agency persons who have tested foreign language proficiencies.

(1) These factors introduce a procedural necessity on the part of supervisors and operating officials to insure that positions requiring language skills can or cannot be filled from among persons already possessing them.

(2) Some provision must be made whereby Heads of Career Services express requirements for short supply and critical languages in terms of the numbers and types of persons who should possess designated levels of proficiency in such languages. If this is done then the Agency can be assured that the acquisition of language proficiency will benefit the Agency as well as the individual.

b. It should be noted that an Awards Program, however successful, will only resolve a part of the Agency's requirement for foreign language skills. The Agency must continue to use directed language training, and recruitment of persons already proficient in usable languages if it is to meet its total requirements.

### SCHEDULE OF AWARDS

Amounts for Achievement Awards, as listed, are payable for off duty hours training only. No Achievement Awards will be granted for directed training.

There will be no awards for maintenance of proficiency.

PROFICIENCY (Type)	SPECIALIZED			COMPREHENSIVE		
PROFICIENCY (Level)	ELEM	INTER	HIGH	ELEM	INTER	HIGH
GROUP I Languages						
Achievement*	0	0	\$100	0	0	\$200
GROUP II Languages						
Achievement	0	200	400	0	300	600

### AWARDABLE LANGUAGES

#### GROUP I (World Languages)

French  
German  
Spanish  
Russian

*Skidman*

*Language not available*

#### GROUP II (Short Supply Languages)

Albanian	Greek	Persian
Amharic	Hausa	Polish
Arabic	Hindi	Serbo-Croatian
Armenian	Hungarian	Sinhalese
Bengali	Indonesian	Swahili
Bulgarian	Japanese	Tagalog
Burmese	Korean	Thai
Cambodian	Laotian	Tibetan
Chinese	Lithuanian	Turkish
Czech	Malay	Ukrainian
Finnish	Nepali	Urdu
Georgian	Pashto	Vietnamese

*(or any other lang. so requested?)*  
*Afrikaans (?)*

\*Only when these languages are in critically short supply and certification by supervisor indicates that candidate will be using the language in Agency duties.